

DOCUMENT RESUME

ED 343 236

EA 023 779

AUTHOR Gover, David B.
TITLE School Based Decision Making: A Prototype Policy
Operation Manual for Efficient Management of Learning
Opportunities for All Children.
PUB DATE 13 Jan 92
NOTE 23p.; Paper presented at the Annual Meeting of the
American Association of School Administrators (San
Diego, CA, February 21-24, 1992).
PUB TYPE Guides - Non-Classroom Use (055) --
Speeches/Conference Papers (150)
EDRS PRICE MF01/PC01 Plus Postage.
DESCRIPTORS *Administrative Policy; *Citizens Councils;
Committees; Compliance (Legal); Elementary Secondary
Education; *Governance; Guidelines; *Participative
Decision Making; *School Based Management
IDENTIFIERS *Hopkins County School District KY

ABSTRACT

A prototype policy operation manual for the school-based decision-making councils of elementary schools in the school districts of Kentucky is presented in this document. Guidelines are offered to help the councils adopt policies consistent with the Kentucky Education Reform Act of 1990, which are based on school improvement and extended ownership. The roles of key players--the board of education, superintendents, principals, teachers, parents, and support staff--are described. Standards are also suggested for the following areas: school-based management implementation; decision-making methods; the mechanics and structure of the school council; council responsibilities; recording procedures; insurance and legal service; enrollment guidelines; and communication with other educational stakeholders. Definitions and sample notices to teachers and the public are also included. (LMI)

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SCHOOL BASED DECISION MAKING

A PROTOTYPE POLICY OPERATION MANUAL

FOR EFFICIENT

MANAGEMENT OF LEARNING OPPORTUNITIES

FOR ALL CHILDREN

Prepared by:

Dr. David B. Gover, Superintendent
Wayne County School System
Box 437
Monticello, Kentucky 42633

January 13, 1992

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TABLE OF CONTENTS

<u>TITLE</u>	<u>PAGE</u>
INSTRUCTIONAL IMPACT: PROCESS MONITORING AND ACCOUNTABILITY	1-2
MISSION	1
HOPKINS COUNTY SCHOOL DISTRICT	1
CHARLESTON ELEMENTARY SCHOOL	1
PURPOSE	1
SCHOOL IMPROVEMENT	1
EXTENDED OWNERSHIP	2
ROLE OF KEY PLAYERS	2-4
BOARD OF EDUCATION	2
SUPERINTENDENT	3
PRINCIPAL	3
TEACHERS	3
PARENTS	4
CLASSIFIED SUPPORT STAFF	4
IMPLEMENTATION OF SCHOOL BASED DECISION-MAKING	4-5
AUTHORITY	4
INSTRUCTIONAL INPUT	5
EFFECTIVE SCHOOLS	5
PROCESS ELEMENTS OF SBDM	5
METHOD OF DECISION-MAKING AND RELATED COMMITTEES	6
DEFINITION OF CONSENSUS	6
CONSENSUS DECISIONS	6
POLICY MAKING	6
POLICY REVISION	6
EVOLUTIONARY PROCESS	6
SCHOOL COUNCIL: MECHANICS AND STRUCTURE	6-8
MEMBERSHIP/CHAIRPERSON/VACANCIES	7
MEETINGS	7
CONVENIENT TIMES	7
OPEN TO PUBLIC	7
NOTICE	7
QUORUM	7
CLOSED SESSION	7
AGENDA DEVELOPMENT	7
AGENDA FORMAT	8
AREAS OF SCHOOL OPERATIONS FOR WHICH THE COUNCIL IS RESPONSIBLE	8-10
CURRICULUM	8
ASSIGNMENT OF ALL STAFF TIME	8
ASSIGNMENT OF STUDENTS TO CLASSES	8
SCHOOL SCHEDULE	9
USE OF SPACE	9
ISSUES REGARDING INSTRUCTIONAL POLICIES	9
DISCIPLINE AND CLASSROOM MANAGEMENT	9

EXTRA CURRICULAR PROGRAMS	9
FILL STAFF VACANCIES	10
STUDENT SUPPORT SERVICES	10
SELECTION OF THE PRINCIPAL	10
AUTHORITY, DUTIES, AND RESPONSIBILITIES OF THE COUNCIL AND ITS MEMBERS	10-11
LEGALLY CONSTITUTED	10
ATTENDANCE	11
REPORTS/EVALUATION	11
ESTABLISH/ABOLISH COMMITTEES	11
SECRETARY	11
TRAINING	11
INVOLVEMENT	11
COMMUNICATION	11
DUTIES AND RESPONSIBILITIES OF COUNCIL CHAIRPERSON	11-12
PRINCIPAL AS CHAIRPERSON	11
DEVELOP AGENDA	12
SPECIAL CALLED MEETINGS	12
MAINTAIN RECORDS	12
LINKAGE	12
COMMITTEES THAT FACILITATE THE WORK OF THE COUNCIL	12-13
SPECIAL COMMITTEES	12
COMMITTEE STRUCTURE	13
METHOD OF RECORDING MINUTES OF COUNCIL ACTIONS	13-14
RECORDING SECRETARY	13
MAKING MINUTES AVAILABLE	14
APPROVAL OF MINUTES	14
MINUTE BOOK	14
METHODS OF ARTICULATION WITH SUPERINTENDENT, BOARD OF EDUCATION AND OTHERS	14
PROVISIONS OF INSURANCE FOR COUNCIL MEMBERS	14
PROVISION OF LEGAL SERVICE FOR COUNCIL ISSUES	14
SCHOOL IMPROVEMENT PLAN	14
BUDGET DEVELOPMENT	15
WAIVER OF BOARD POLICIES	15-16
PROCESS	15
CRITERIA	15
REQUIREMENTS	16
GUIDELINES FOR ENROLLING STUDENTS IN SCHOOLS WITH SBDM	16

DEFINITIONS	16
SBDM	16
CONSENSUS	16
CONSENSUS DECISIONS	16
CONSULTATION	16
SHARED DECISION-MAKING	16
COLLABORATION	16
NOTICE TO TEACHERS	17
PUBLIC NOTICE	18

PROTOTYPE POLICY OPERATION MANUAL
FOR THE
SAMPLE ELEMENTARY SCHOOL
SCHOOL BASED DECISION MAKING COUNCIL

INSTRUCTIONAL IMPACT: PROCESS MONITORING AND ACCOUNTABILITY

MISSION

Sample County School District

It is the mission of the Sample County School District to teach English, reading, writing, grammar, computation, communication and thinking and learning skills. These skills are to be integrated and emphasized in every class regardless of the subject or instructional period. It is necessary that every student be taught these basic skills for they are the requirements for life long learning.

Sample School

The mission of the Sample School is as follows: (1) to align its mission with the mission of the district and (2) to provide the skills that are necessary for successful membership in a family, work group, and the community.

PURPOSE

The Sample SBDM Council shall adopt policies consistent with the Kentucky Education Reform Act (KERA) of 1990 to be implemented by the Principal of Sample School. These policies are intended to foster student achievement as measured by a variety of assessment instruments. They are to support an open communication process and to create and strengthen successful relationship between the parents, teachers, staff, students and the community.

SCHOOL IMPROVEMENT

Current research on "effective schools" indicates that if students are to receive the maximum benefits from schooling, the focus must be on basic skills of English, reading, writing, grammar, computation, communication, and thinking and learning skill improvement and that most decisions relating to this have to be school-based. Further, research indicates that the building principal is the key figure in the

development and monitoring of a vision which will lead to high achievement. Professional employees want students to "be the best they can be", and realize that community involvement and support are critical.

EXTENDED OWNERSHIP

It is important for site-based councils to maintain their extended ownership to all those affected by their decisions. Therefore, we must constantly be aware and remind one another that the movement to school based decision-making at the building level is to involve all constituencies in the effort to fulfill the philosophy, mission statement, goals, objectives and adopted beliefs of the school system developed on behalf of the children we all serve -- **to improve student learning, performance, and achievement.**

ROLE OF KEY PLAYERS

BOARD OF EDUCATION

The board of education and all of its members play a critical role in the success of SBDM Councils. It is important that the board in its responsibility to the children of the district assist the council in ways that are listed as follows:

1. provide a mission statement for the district;
2. list improvement goals that all schools must work toward;
3. establish a climate that is supportive of SBDM Councils;
4. keep policies current that promote and support effective decision-making for the purpose of the development and improvement of programs and practices in the school of the district.
5. establish performance expectations for central administration that support school based improvement;
6. monitor progress toward achieving the district's goals; and
7. become public advocates in the school improvement process and the effort to achieve the district's improvement goals.

SUPERINTENDENT

The superintendent must have a clear understanding of the district mission and goals of education and how they are linked to the improvement plan in

each of the schools. The superintendent must insure that all central office support personnel understand that their role is to support the staff at each school in fulfilling the requirements outlined in the school improvement plan. The superintendent must demonstrate support of the SBDM process with deeds, positive action, and financial resources.

PRINCIPAL

The principal will assure the success of the SBDM Council in ways that are listed as follows:

1. keep the council focused on the mission, goals, objectives and activities listed in the school improvement plan;
2. help to create the positive climate that is necessary for gaining commitment to school improvement decisions;
3. involve the staff in the development of goals and program plans for improvement;
4. make sure that the staff development programs designed for their staff are related to their school improvement plan;
5. be involved in the development and participate in the staff development programs and activities with their faculty;
6. ensure that the design of the school improvement plan addresses the major educational issues in their school; and
7. evaluate the school improvement plan with the staff using objective and effective process.

TEACHERS

The teachers must get involved to insure the success of the SBDM Council in ways that are listed as follows:

1. work collaboratively with the principal, central office staff, and representative parents and students to consider district and school priorities and to select goals to achieve over the next one to five years;
2. help to identify the programs and practices necessary to achieve their school goals;
3. assist in the implementation of these programs and practices by participating in staff development designed to help achieve their goals;
4. conduct staff development for their peers;
5. help to collect and interpret evaluation data related to their improvement plan; and

6. assist the principal in managing the resources to assure their school improvement are successful.

PARENTS

The parents must be involved to make sure the SBDM Council is successful in ways that are listed as follows:

1. work cooperatively with the principal, teachers, SBDM Council members, and the central office personnel;
2. be proactive;
3. present the parents point of view;
4. garner support from parents on important issues;
5. give opinions;
6. be supportive;
7. have high expectations;
8. work to convince other parents and community that education is important; and
9. assist in informing the parents and community that children must learn basic skills for success in the work force.

CLASSIFIED SUPPORT STAFF

The non-certified or classified support staff play a very important part in the success of the school. It is crucial for the support staff to be made to feel as a very important member of the school improvement team. Their involvement, support and ideas are solicited needed for the SBDM Council to be effective in carrying out the school improvement plan.

IMPLEMENTATION OF SCHOOL BASED DECISION MAKING

AUTHORITY

The board approves the implementation of SBDM process of school governance.

It extends to the council the authority to create curricular, instructional and program designs that meet the unique learning needs of the children served. The council shall inform the board before implementation of new curricular, instructional and program changes. These programs must be consistent with and fulfill the **MISSION STATEMENT** of the Sample County School System and the State of Kentucky.

INSTRUCTIONAL INPUT

School Based Decision Making (SBDM) is a model for school improvement that allows for building level shared decision making. It is the vehicle through which research on what constitutes effective schools will be implemented.

EFFECTIVE SCHOOLS

The Sample SBDM Council will incorporate the characteristics of an effective school in its daily operation. Some of those characteristics are listed as follows:

1. Consensus on explicit instructional goals and values as related to the Mission Statement,
2. the belief that all children can learn,
3. the need for district level support for school improvement,
4. the need for on-going, school-wide staff development,
5. the need for school autonomy and flexibility,
6. collaborative and collegial instructional planning,
7. a focus on basic skill acquisition,
8. an emphasis upon higher order cognitive skills,
9. high expectations for student achievement,
10. teacher responsibility for instructional and classroom management decisions,
11. a safe, orderly, and disciplined school climate, and
12. strong instructional leadership.

PROCESS ELEMENTS OF SBDM

The Sample SBDM Council will incorporate the fulfillment of the process elements that are listed as follows:

1. School based visions of excellence and implementation strategies must fulfill the mission statement of the school district;
2. school based sub-committee **MUST** represent a balance of all school and community constituencies when appropriate; the sub-committee will be formed at the discretion of the council;
3. implementation strategies must flow from the vision statement and support and carry out the mission statement of the school system;
4. school based council must fully utilize the resources available to analyze their school's present situation, to explore resources and assess options for reaching their vision and to evaluate implemented plans on at least an annual basis;
5. the school based council is responsible for carrying out its own implementation strategies; and
6. no member of the school based council has veto power.

METHOD OF DECISION-MAKING AND RELATED COMMITTEES

DEFINITION OF CONSENSUS

Consensus is used only at the sub-committee level. It is defined as the judgment arrived at by most of those concerned where everyone agrees to support the decision even though it may not be their first choice. Everyone agrees that he/she has had sufficient opportunity to influence the decision and can state the decisions.

CONSENSUS DECISIONS

The visions and implementation strategies shall be arrived at through a process of **consensus** involving council members with input from the school/community who would be most affected by the curricular/instructional/program changes. All staff at Sample School are encouraged to participate in Site Based Decision Making.

POLICY MAKING

Once consensus has been reached in the sub-committee the decision will become policy **ONLY** when the council has formally voted to implement the decision. It takes a majority of the council members to make policy. All policy decisions shall be reflected in the minutes showing the consensus vote of the council. The motion either to pass or fail will be recorded in the minutes.

EVOLUTION PROCESS

The authority extended to individuals should not be construed as having the meaning that traditional districts decisions will no longer be made. The process being endorsed by the board is an evolution of change not a revolution. This process only extends to SBDM Councils the minimum authority set forth in HB 940.

SCHOOL COUNCIL: MECHANICS AND STRUCTURE

MEMBERSHIP/CHAIRPERSON/VACANCIES

The composition of the SBDM Council membership shall be in compliance with the mandate of the 1990 KERA and the Sample County Board of Education SBDM Policies. The Council Chairperson will serve as the recording secretary.

A vacancy in the Sample SBDM Council shall be filled at the earliest possible date the vacancy occurs using a special election as was done initially to elect members to the Sample SBDM Council.

MEETINGS

CONVENIENT TIMES

Sample SBDM Council meetings shall be held monthly at convenient times, after normal working hours, as approved by the council and announced by the Chairperson. For the 1991-1992 school year, regular monthly Sample SBDM Council meeting will be held on _____ in the Sample School _____. Should the meeting fall on a holiday, the meeting will be scheduled for the same day the following week.

OPEN TO PUBLIC

All meetings shall be open to the public and be conducted in accordance with Open Meetings Law.

NOTICE

Notice of regularly scheduled meetings as well as special meetings will be communicated to the public using the local media by notification of the Principal. Special meetings will require the principal to notify the media twenty-four (24) hours in advance as required by Sample Board policy.

QUORUM

A quorum will consist of the principal, one parent, and one teacher and at least one additional parent or teacher as a minimum shall be present.

CLOSED SESSION

The Sample SBDM Council has the right to go into CLOSED SESSION to discuss discretionary or confidential matters as per the Open Meetings Law and the Policies of the Sample Board of Education.

AGENDA DEVELOPMENT

Only items on the Sample SBDM Council agenda will be discussed at the meetings. Anyone wanting to place an item on the agenda must submit that item to the principal at least five days prior to the Sample SBDM Council meeting date. Agenda presentations will be limited to ten (10) minutes per item. New items presented to the Sample SBDM Council may not be acted on during the same meeting it is presented.

AGENDA FORMAT

The Sample SBDM Council agenda format is as follows:

1. Call to Order
2. Pledge to Flag
3. Approval of Minutes
4. Chairman's Report
5. Recognition of Visitors
6. Old Business
7. New Business
8. Any Other Old or New Business
9. Adjournment

AREAS OF SCHOOL OPERATIONS FOR WHICH THE COUNCIL IS RESPONSIBLE

CURRICULUM--State Law

The Sample SBDM Council is responsible for determination of curriculum, including needs assessment, alignment with state standards and program appraisal within the Sample Board of Education policy.

The Sample SBDM Council has assigned appropriate committees the task of determination and development of all curriculum areas including technology, needs assessment, alignment with state standards and program appraisal within the guidelines of the Sample Board of Education policy which will work through various district committees established for this purpose.

ASSIGNMENT OF ALL STAFF'S TIME--State Law

The Sample SBDM Council is responsible for the assignment of all instruction and non-instructional staff class time.

The Sample SBDM Council has given the task of assigning all instructional and non-instructional staff time to the Principal.

ASSIGNMENT OF STUDENTS TO CLASSES--State Law

The Sample SBDM Council is responsible for the assignment of students to classes and programs within the school.

The Sample SBDM Council has given the task of assigning all students to classes and programs within the school to the Principal.

SCHOOL SCHEDULE--State Law

The Sample SBDM Council is responsible for the determination of the schedule of the school day and week, subject to the beginning and ending times of the school day and school calendar year as established by the Sample Board of Education.

The Sample SBDM Council has given the task of determining the schedule of the school day and week, subject to the beginning and ending times of the school day and school calendar year as established by the Sample Board of Education to the Principal.

USE OF SPACE--State Law

The Sample SBDM Council is responsible for the determination of the use of school space during the day.

The Sample SBDM Council has given the task of determining the use of school space during the school day to the Principal. The Principal will appoint a committee on facility utilization. This committee will make recommendations to the Sample SBDM Council on facility utilization.

ISSUES REGARDING INSTRUCTIONAL POLICIES--State Law

The Sample SBDM Council is responsible for planning and resolution of issues regarding instructional practices.

The Sample SBDM Council has given the task of planning and resolving issues regarding instructional practices to the Curriculum Committee. This committee will make recommendations to the Sample SBDM Council for approval.

DISCIPLINE AND CLASSROOM MANAGEMENT--State Law

The Sample SBDM Council is responsible for the selection and implementation of discipline and classroom management techniques, including the responsibilities of student, parent, teacher, counselor and Principal.

The Sample SBDM Council has given the task of the selection and implementation of discipline and classroom management techniques, including responsibilities of student, parent, teacher, counselor and Principal to the Discipline Committee. This committee will submit recommendations to the Sample SBDM Council for approval.

EXTRACURRICULAR PROGRAMS--State Law

The Sample SBDM Council is responsible for the selection of extracurricular programs and determination of policies relating to student participation based on academic qualifications and attendance requirements, program evaluation and supervision.

The Sample SBDM Council has assigned the task of selection of extracurricular activity programs and determination of policies relating to student participation based on academic qualifications and attendance requirements, program evaluation and supervision to the committee established for this purpose. This committee will make recommendations to the Sample SBDM Council for approval.

FILL STAFF VACANCIES--Local Board Policy

The Sample SBDM Council is responsible for decisions to fill school staff vacancies according to Sample Board policies.

The Sample SBDM Council has given the task of filling school staff vacancies to the Principal, who will consult with the council prior to making the final selection to fill the vacancy.

STUDENT SUPPORT SERVICES--Sample SBDM Policy

The Sample SBDM Council is responsible for student support services.

The Sample SBDM Council has assigned the responsibility for student support services to the Guidance Committee. This committee will make recommendations to the Sample SBDM Council for approval.

SELECTION OF PRINCIPAL--Local Board Policy

The Sample SBDM Council is responsible for the selection of a new principal, when a vacancy occurs, as outlined in the Sample Board of Education policy. When a principal vacancy is created due to consolidation, the existing SBDM Councils of those schools to be consolidated will select one teacher from each council to serve as a committee to name the principal of the newly formed school from a list provided by the Superintendent. Schools not having SBDM Councils will select one teacher to serve on this committee. This teacher will be selected by secret ballot by the faculty of that school.

AUTHORITY, DUTIES, AND RESPONSIBILITIES OF THE COUNCIL AND ITS MEMBERS

LEGALLY CONSTITUTED

The Sample SBDM Council is a legally constituted policy-making body. Outside of an appropriately called council meeting, no council member, other than the Principal, has decision making or administrative authority. The Principal is the school's primary administrator and instructional leader.

ATTENDANCE

The Sample SBDM Council members shall attend and participate in all meetings and assigned committees for completing assignments using the shared decision-making process.

REPORTS/EVALUATION

The Sample SBDM Council shall address the needs, concerns and programs of the school by collecting information or having it collected, interpreting and analyzing the information, setting priorities, developing school plans, reviewing committee reports, making recommendations, monitoring implementation, making reports, and evaluating achievements.

ESTABLISH/ABOLISH COMMITTEES

The Sample SBDM Council may see a need and then establish additional or abolish existing committees as it may deem necessary.

SECRETARY

The Sample SBDM Council shall use the Principal as the Recording Secretary whereby all actions, and ONLY actions, of the Council are spread upon the Minutes.

TRAINING

The Sample SBDM Council shall orient new council member (s) as appropriate including arranging for the necessary training.

INVOLVEMENT

The Sample SBDM Council shall encourage and request data and opinions from all constituencies.

COMMUNICATION

The Sample SBDM Council shall support, promote and communicate decisions of the Sample SBDM Council. The minutes will be available for distribution seven working days after the meeting has taken place.

DUTIES AND RESPONSIBILITIES OF COUNCIL CHAIRPERSON

PRINCIPAL AS CHAIRPERSON

The Principal of Sample School shall be the SBDM Council Chairperson as required by KERA.

DEVELOP AGENDA

The Chairperson shall set the Sample SBDM Council meeting dates and times as approved by the council and develop the meeting agenda. Agenda items will be added on a first-come and first-served basis. If the quantity of agenda items exceed the allotted meeting time, the Chairperson shall prioritize the agenda items and place the lower priority items on the agenda of the next council meeting. It is the responsibility of the Chairperson to notify the submitter(s) whose agenda items were postponed.

SPECIAL CALLED MEETINGS

The Chairperson may upon the request of three council members call special meetings of the Sample SBDM Council as necessary to accommodate the timing of special issues or challenges.

MAINTAIN RECORDS

The Chairperson shall maintain the original Sample SBDM Council Policy Manual and all subsequent updates.

LINKAGE

The Sample SBDM Council Chairperson shall provide copies of the Sample SBDM Council minutes to the District Superintendent and the the Sample Board of Education Chairperson

COMMITTEES THAT FACILITATE THE WORK OF THE COUNCIL

SPECIAL COMMITTEES

The Sample SBDM Council recognizes the following existing committees:

- | | | |
|---------------|--|--------------------------------|
| 1. Technology | 5. Materials and Equipment Utilization | 9. Assignment of Staff |
| 2. Discipline | 6. Emergency/Safety | 10. Assignment of Students |
| 3. Guidance | 7. Space Utilization | 11. Developing School Schedule |
| 4. Curricular | 8. Extra Curricular | 12. Student Support Services |

COMMITTEE STRUCTURE

Each committee recognized by the Sample SBDM Council shall be established for the expressed purpose of improving the learning opportunities and the learning environment of Sample School and to comply with the requirements of the 1990 Kentucky Education Reform Act. Each committee shall meet the requirements listed as follows:

1. a stated purpose
2. the composition of the committee including the quantity and type of representatives necessary to be effective in school-based decision making.
3. general rules of operation and a timetable for completing the requirement for which the committee was established.
4. a Committee Chairperson to represent and communicate the committee activities and recommendations to the Sample SBDM Council.
3. Each committee established or recognized by the Sample SBDM Council shall strive to include sufficient staff, exofficio*, and parent members, as appropriate for the purpose and size of the committee. (*Central Office Resource Personnel)
4. If at any time a committee recognized by the Sample SBDM Council determines that it requires additional parent members, communications will be sent home to solicit parents to serve on the committee. If interest exceeds the needs of the committee, a special election will be held. If no interested parents come forward, renewed efforts will be made at least semi-annually to fill the positions.
5. When the Sample SBDM Council establishes the need for a new committee, it is the responsibility of the Sample SBDM Council to select an organizer to establish the committee purpose and membership composition. Once the committee membership is established, a Committee Chairperson will be selected by the membership. The Committee Chairperson will act as the facilitator of the committee and will be responsible for communicating actions of the committee to the Sample SBDM Council. At times as deemed necessary, the Sample SBDM Council may select a liaison to attend the committee meetings.

METHOD OF RECORDING MINUTES OF COUNCIL ACTION

RECORDING SECRETARY

The Sample SBDM Council Recording Secretary has the responsibility for maintaining council meeting minutes, including attendance records and council actions.

MAKING SBDM MINUTES AVAILABLE

A copy of the Sample SBDM Council meeting minutes shall be distributed by the Recorder/Secretary to all members within seven working days following the Sample SBDM Council meeting. A copy will also be available for the public in the Sample School Principal's office at that time.

APPROVAL OF MINUTES

Minutes of the previous Sample SBDM Council meeting will be presented and approved as the initial business of the subsequent Sample SBDM Council meeting.

MINUTE BOOK

Minutes of all meetings will be kept in a book provided by the Sample District Superintendent for the Recording and Preservation of all action taken by the Sample SBDM Council.

METHODS OF ARTICULATION WITH SUPERINTENDENT, BOARD OF EDUCATION, AND OTHERS.

The Sample SBDM Council Chairperson shall be responsible for communications with and requests of the Sample Board of Education and/or the Superintendent of the Sample School District.

PROVISIONS OF INSURANCE FOR COUNCIL MEMBERS

Insurance coverage for Sample SBDM Council members is provided for by a rider on the existing Sample Board of Education insurance policy and provides for coverage equivalent to that of the Sample Board of Education members.

PROVISION OF LEGAL SERVICE FOR COUNCIL ISSUES

Should the Sample SBDM Council have a legal concern which needs resolution it must be brought to the attention to the Superintendent of Schools. If the concern cannot be resolved at that level, legal services by the board attorney will be made available to advise the Sample SBDM Council.

SCHOOL IMPROVEMENT PLAN

1. The Sample SBDM Council shall develop and adopt an Sample School Improvement Plan listing its measurable goals and objectives for the school year, a plan for achieving its goals and objectives, and the method for evaluating achievement. This plan must be within the framework of the overall mission statement, goals and objectives of the Sample Board of Education, and shall be consistent with the goals of KERA 90.

The School Improvement Plan shall be presented in writing to the Superintendent of the Sample School by October the of each school year. The goals shall be related to the mission statement of the district and the goals listed in HB 940, Part I, Sections 2 and 3.

2. The current School Improvement Plan will be on file in the Sample School office for public and staff access after October 15th.
3. By June 30th of each year, the Sample SBDM Council shall submit, in writing, its annual evaluation progress report to the Sample Board of Education.
4. The School Improvement Plan will be reviewed, revised and updated each year by the Sample SBDM Council based on the information obtained by the council and the changing requirements and needs of the Sample School students, faculty, staff and the student parents or parent representatives.

BUDGET DEVELOPMENT

The annual budget will be developed using the \$XXXXX per pupil provided to Sample School by Kentucky Administrative Regulation and Sample Board Policy. The budget will show how the dollars spent will enhance the annual School Improvement Plan in meeting mission statement of the district and the mission, goals and objectives of school.

WAIVER OF BOARD POLICIES

PROCESS

The principal on behalf of the school council may submit to the superintendent a written request to waive board policy. The superintendent shall present the request to the board along with a recommendation to approve or deny the request. The council shall have the opportunity to address the board directly to support the request.

CRITERIA

The decision to approve or deny the request shall include, but not be limited to a consideration of the following:

1. The legality of waving board policy.
2. If the district mission statement and goals will be advanced by the waiver.
3. If student outcomes will be promoted.
4. If district uniformity is required in the circumstances under consideration : and
5. If the larger interest of the public will be served.

REQUIREMENTS

Within forty (40) calendar days from the date on which the superintendent presents the waiver request to the board, the board shall rule on the request. If the request for the waiver is denied, the grounds for denial will be recorded in the minutes.

GUIDELINES FOR ENROLLING CHILDREN IN SCHOOLS THAT HAVE SBDM

1. All new students will be enrolled on a temporary basis.
2. Parents will be informed that the enrollment is on a temporary basis.
3. The principal will determine if the permanent enrollment will cause CAPS violations.
4. If the enrollment will cause CAPS violation the principal will contact the Pupil Personnel office on the day the child is first enrolled.
5. The principal within a five day time period will convene the SBDM Council to determine the best course of action which will allow the school to remain in compliance with CAPS guidelines.
6. The Council may vote to exceed the CAPS guidelines or have the student transferred to another school as determined by the District Admission Committee.

DEFINITIONS

SBDM -- School Based Decision Making is a model for school improvement that allows for building level shared decision-making.

CONSENSUS -- Consensus is defined as judgment arrived at by most of those concerned where everyone agrees to support the decision even though it may not be their first choice. Everyone agrees that he/she has had sufficient opportunity to influence the decision and can state the decision.

CONSENSUS DECISIONS -- The visions and implementation strategies shall be arrived at through a process of consensus involving council members with input from the school/community who would be most affected by the curricular, instructional and program changes. All staff shall be encouraged to be participants in SBDM.

CONSULTATION -- The act of consulting or conferring.

SHARED DECISION-MAKING -- The act of sharing or taking part in the final outcome or decision.

COLLABORATION -- The act of cooperating willingly.

NOTICE TO TEACHERS

Date of Letter

Dear

On _____, the teachers at _____ voted to begin the process to move into School Based Decision Making. I am scheduling _____ for the election of three (3) teachers to serve on the School Based Decision Making Council.

It is asked that your nominations be made in writing to me on or before _____ which is five days before the election. The ballots will list all those nominated for the council.

The Hopkins County policy directs the principal to chair and oversee the meeting to elect teachers to the Council. The balloting will continue until three (3) teachers have been elected to the Council. The teachers who have been nominated to the Council may assist the principal in counting the ballots.

It is important for you to remember that teachers must be employees of the district and currently assigned to _____ School. The election shall be by majority vote.

Thank you.

Sincerely,

Principal

Attached: 1. Policy on Election of Council Members
2. Teachers qualified to vote

PUBLIC NOTICE

THE PARENT-TEACHER ORGANIZATION AT _____
_____ WILL HOLD AN ELECTION
ON _____
_____ TO ELECT TWO (2) **PARENT** MEMBERS TO
THE SCHOOL BASED DECISION MAKING COUNCIL.

NOMINATIONS OF **PARENTS** TO SERVE ON THE COUNCIL
MUST BE MADE IN WRITING AND SUBMITTED TO THE PRINCIPAL
NO LATER THAN THE CLOSE OF SCHOOL ON _____,
_____, WHICH IS FIVE (5) DAYS BEFORE THE ELECTION. ONLY
UP-TO-DATE PAID P T A MEMBERS WHO ARE **PARENTS** OF
CHILDREN ATTENDING _____
_____ ARE QUALIFIED TO VOTE.

THE P T A PRESIDENT IS IN CHARGE OF CONDUCTING THE
ELECTION BY SECRET BALLOT ON BALLOTS PROVIDED BY THE
PRINCIPAL LISTING ALL QUALIFIED NOMINEES. THE
BALLOTING WILL CONTINUE UNTIL TWO (2) **PARENTS** ARE
SELECTED BY A MAJORITY VOTE OF THE PARENT P T A
MEMBERS PRESENT AT THIS MEETING.